

CLASS TITLE: FURNITURE/UPHOLSTERY REPAIR SHOP SUPERVISOR

Class Code: 02852200

Pay Grade: 22A

EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to be responsible for the operation of a furniture/upholstery repair shop; to supervise, instruct and train inmate help in the performance of the various operations involved; and to do related work as required.

SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude for the use of independent judgement in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.

SUPERVISION EXERCISED: Usually none over other state employees; supervises inmates who are assigned to the workshop.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to be responsible for planning, organizing and conducting a furniture/upholstery repair shop.

To supervise, instruct and train inmate help in the performance of the various operations involved.

To design and prepare working sketches of articles desired.

To instruct in the proper use of hand and power operated tools and the various upholstery methods, techniques and procedures; to instruct in the making and repairing of furniture and other articles, such as chairs, benches, tables, etc.

To adjust and maintain required machinery and equipment utilized in the furniture/upholstery repair shop.

To keep records and make reports; to order equipment and supplies as required.

To supervise inmates in painting, staining and shellacking or lacquering of furniture or other articles.

To plan special work for inmates when necessary.

To maintain discipline and order in the workshop.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, equipment and materials used in upholstering and skill in the application of such practices and techniques; the ability to operate and make necessary adjustments to machinery and equipment used in the workshop; the ability to train in and direct inmates; the ability to lay out and plan work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school supplemented by successful completion of courses in upholstery from a trade and/or vocational school; and

Experience: Such as may have been gained through: employment as skilled upholster.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 10, 1980

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